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Pesticide Safety Education Funds Management Program (PSEFMP) Background Information and Application Instructions

The eXtension Foundation (EF) is pleased to announce a funding opportunity for Land Grant University Pesticide Safety Education Programs (PSEP) for 2019. This opportunity is made available through a cooperative agreement (#X8-83698001) with the Environmental Protection Agency (EPA) to establish and administer a national sub-award program in support of pesticide applicator education, and training for certified applicators of restricted used pesticides. The National Pesticide Safety Education Center (NPSEC) will continue to collaborate with EF to lead the professional development part of the project and to assist PSEPs in enhancing some of the educational products they develop as part of the expectations attached to the funding.

Requirements of sub-awardees for this program to receive funds are as follows:

- agree to share one educational material or product for the purposes of enhancing PSEP programs both regionally and nationally. .
- submit progress reports every six (6) months using a standard online template.
- attend a minimum of one of the following 1-hour training webinars as part of this program for reporting system training and professional development. Anticipated dates are: January 31, 2019 at 3 pm EST; May 6, 2019 at 1 pm EST; September 30, 2019 at 3 pm EST and December 2, 2019 at 3:00 pm EST

Eligibility

In order to be eligible for this funding opportunity applicants must be affiliated with a U.S. Land Grant University. Only one applicant per state or territory will be eligible for funding and preference will go to 1862 Land Grant Universities. Please contact psefmp-helpdesk@extension.org if you have any questions regarding eligibility.

Funding Period

The funding period for this subaward will be Jan. 1, 2019 - December 31, 2019.

Funding Available

Each PSEP will be eligible to apply for a base amount of \$18,750.00 USD plus 5% of the funds divided proportionally based on the percentage of the number of certified applicators in each

state or territory. The number of certified applicators in a state or territory will be based on the most recent figures of certified applicators supplied by the EPA. The additional amounts available to the state or territory will be listed in the budget section of the application. Payments to successful sub-awardees will be made January 3 - 15, 2019.

Intellectual Property

eXtension will not own the intellectual property or product developed. The rights to these products will be with the PSEP and the institution. The program is making a non-public repository on eXtension available to sub-awardees, the advisory committee and others affiliated with this program so that all sub-awardees can see what others have developed.

Changes After Approval

Changes to the budget are allowed to the extent defined in the sub-award agreement. Changes to your project or commitments require prior approval. Please email Tira Adelman at tiraadelman@extension.org detailing the changes you wish to make.

Application Review Process

EF will use a multi-step approach in the receiving and review of applications for this program. Each application will be reviewed by EF and an advisory committee including representatives from NPSEC, APPCO, APPSE, PERC and the PSEP community for eligibility, compliance, completeness and potential collaboration. Additionally, through this process, applicants will have the unique opportunity to engage with NPSEC and serve as a participant in a NPSEC subject group and be involved in defining and reviewing educational materials submitted through this process, if they wish to do so.

Application Submission:

To apply, go to <https://applyextension.smapply.io/>. If you are a new user to Survey Monkey Apply you will need to register for a new account.

After you have registered, you will need to verify your email address. Next, you will be directed to start your application. Please note, you may “Save and Exit” your application at any time.

Under “Add Collaborator”, add the email for the contact person in the Office of Sponsored Programs at your institution. Both the PSEP coordinator and OSP contact will be able to enter information in the application simultaneously, thus saving time and minimizing delays.

Please complete all fields in the designated application sections.

Applications will not be reviewed until you click “Submit” them at the bottom of the application screen.

In an effort to make the application process as streamlined and user friendly as possible, applicants will be able to download the subaward agreement from the application site allowing for the opportunity to provide the signed document, with the application. Before submitting an application, you **MUST** upload a signed sub-award agreement. An application will not be considered for funding without this document.

The contents of the application are:

- I. Applicant Eligibility
 - A. Institution
 1. Is your institution a Land Grant University
 - B. PSEP Coordinator Contact Information
 1. Name
 2. Title
 3. Address
 4. City
 5. State
 6. Zip Code
 7. Phone
 8. Email
 9. Website
 - C. Institutional Information
 1. Institution Name
 2. State
 3. Project/Program Title
- II. Subaward Work
 - A. Goals:
 1. Choose **one** (1) goal/learning objective:
 - a) Improve the quality of training materials and classes
(1) **For example only:** *Improve the quality of training materials and classes by having subject matter experts lead training.*
 - b) Improve the consistency of applicator training materials
(1) **For example only:** *Improve the consistency of applicator training materials by ensuring the most up to date information is being provided based on industry standards.*
 - c) Improve the accessibility of applicator training materials and classes
(1) **For example only:** *Improve the accessibility of applicator training and materials and classes by offering both in-person and online trainings.*
 - d) Increase the number of certified applicators
(1) **For example only:** *Increase the number of certified applicators by 30%.*

- e) Increase PSE partnership and collaboration efforts
(1) **For example only:** Increase PSE partnership and collaboration efforts by 30%.
- f) Generate revenue for continuation and sustainability of PSE
(1) **For example only:** Generate revenue for continuation and sustainability of PSE by hosting a donor event in the community.
- g) Increase opportunities for participants to review materials before exams
- h) Other

III. Evaluation

A. How do you plan to evaluate the efforts/deliverables developed with these funds?

Please choose one:

- 1. Participant evaluations of recertification training presentations
- 2. Number of participants reached through re-certification programming
- 3. Number of participants reached through webinars/trainings
- 4. Number of educational materials requested
- 5. Peer review of deliverables developed
- 6. Other

IV. Licensed Work Product (Deliverable) - In this section please choose a deliverable to be used in your program such as a fact sheet, a brochure, or Powerpoint presentation. Applicants can choose to enhance a product they already have or create something new.

A. Deliverable selection:

- 1. Topic Area (please choose one):
 - a) Applicator Safety
 - b) Certification and Training - General
 - c) Specific Product Use or Category Training
 - d) Application Technology
 - e) Pollinator Protection
 - f) Re-certification
 - g) Other
- 2. Subtopic Areas (please choose one):
 - a) Under Applicator Safety
 - (1) Respiratory
 - (2) Personal Protection Equipment (other than respiratory protection)
 - (3) Toxicity/Hazards of Pesticides
 - (4) Pesticide Misuse/Common Applicator Mistakes
 - (5) Consumer Pesticide Safety Education
 - (6) Core Training
 - (7) Non-Certified Pesticide Applicator Safety
 - (8) Worker Protection

- (9) Other
 - b) Under Certification and Training - General
 - (1) Laws and Regulations
 - (2) Label Comprehension
 - (3) Manual Development
 - (4) Exam Development
 - (5) Worker Protection Compliance Assistance
 - (6) New Certification and Training Rule Changes
 - (7) Basing Pesticide Regulatory Decisions on Sound Science
 - (8) Pesticide Types and Formulations
 - (9) Other
 - c) Under Specific Product Use or Category Training
 - (1) Fumigation
 - (2) Turf and Ornamental
 - (3) Seed Treatment
 - (4) Applicator "Safety" and Organic Pesticides
 - (5) Dicamba
 - (6) Temperature Inversions
 - (7) Rights of Way
 - (8) Other
 - d) Under Application Technology
 - (1) Adjuvants to Improve Pesticide Effectiveness
 - (2) Equipment Calibration
 - (3) Nozzle Selection
 - (4) Drift Reduction (Dicamba or otherwise)
 - (5) Other
 - e) Under Pollinator Protection
 - (1) Pesticide Exposure
 - (2) Tank Mixes
 - (3) Treated Seed Impact on Pollinators
 - f) Under Re-Certification
 - (1) Online Training
 - (2) Online Testing and ID Verification
 - (3) Multi-state Collaboration/Harmonization
 - (4) Digital Tracking for Re-certification Credits
 - g) Other
3. Deliverable (please choose one):
- a) Brochure
 - b) Fact sheet
 - c) Poster
 - d) Powerpoint
 - e) Webinar/presentation
 - f) Video

- g) Manual
 - h) Online tool
 - i) Mobile tool
 - j) Practice Exams
 - k) Face-to-face Trainings
 - l) Instructions and/or Handouts
 - m) Recordkeeping Tool
 - n) Other
4. Program plans to:
- a) Develop and/or continue
 - b) Description
 - c) Willing to cooperate with another PSEP
 - d) Name PSEP to work with (optional)

B. Collaboration:

- 1. Would you be willing to collaborate with another PSEP?
- 2. Have you previously worked, already working with or know another PSEP you would like to collaborate with, please identify? (optional)

V. Budget

A. Please provide a proposed budget for project

- 1. Applicants are encouraged to apply most of the proposed budget for personnel costs.
- 2. Equipment is defined as any item costing \$5,000 or more. If less than \$5,000 it is considered supplies.
- 3. Individual consultant payment limit is \$620.56 per day and \$77.57 per hour.
- 4. Management fees, food and beverages are not allowed.
- 5. Indirect costs should be based on institution's pre-negotiated federal rate. The institution has the option to reduce or waive the indirect cost rate.
- 6. Participant support costs are not allowed. These include costs for items as such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of non-employee participants for training.
- 7. Each PSEP will be eligible to apply for a base amount of \$18,750.00 USD plus 5% of the funds have been divided proportionally based on the percentage of the number of certified applicators in each state or territory. The number of certified applicators in a state or territory will be based on the most recent figures of certified applicators as supplied by the EPA. Additional amount available to the state or territory will be listed here.
- 8. When entering the proposed budget please select the state from the drop down menu. Once you have selected your state, the additional amount available to your budget will be displayed.

B. Please see **example** below. Please note these numbers are **for example only** and are **not** a dictation of the figures you have to use:

Personnel Costs	
Salary	\$4,500.00
Fringe Benefits	\$495.00
Total Personnel Costs	\$4,995.00
Direct Costs	
Equipment	
Supplies	\$635.00
Travel	\$1,200.00
Other Direct Costs	\$256.00
Total Direct Costs	\$2,091.00
Indirect Costs and Total	
Indirect Costs	\$349.00
<u>Grand Total</u>	<u>\$7,435.00</u>

C. Budget Justifications - Budget Justifications - The budget justification is a categorical description of the proposed costs. Generally, it explains staffing and supply/service consumption patterns, the methods used to estimate/calculate (including escalation or inflation factors) and other details such as lists of items that make up the total costs for a category. The budget justification should address each of the major cost categories (salaries, fringe benefits, equipment, travel, supplies, other direct costs and indirect costs).

1. Please provide justifications for items in the proposed budget

a) **For example only.** Please note these numbers are **for example only** and are **not** a dictation of the figures or words you have to use:

- (1) Salary for one year for PSEP coordinator is requested. The salary is commensurate with industry standard. The coordinator will lead the two week training as listed in the deliverables and commitment 56% effort to this project.
- (2) Fringe Benefits represent a fixed cost to the program and are calculated at a rate of 11% of the salary. (The 11% is only an **example**, you do not need to use a rate of 11% in your proposed budget)

- (3) Supplies totaling \$635 are requested for general office supplies for the duration of the one year program.
- (4) Travel funds are requested to cover travel to in-person meetings and trainings at \$750.00. Additional travel requested to attend recertification classes online that include registration fees at \$450.00.
- (5) Other Direct Costs will go toward publication of training materials.

VI. Office of Sponsored Programs

- A. Contact information
- B. Name
- C. Title
- D. Address
- E. Phone
- F. Email
- G. Website

VII. Commitments

- A. Six month progress reports
- B. Required participation in 1-hour training webinars; anticipated dates
 - 1. January 31, 2019 at 3 pm EST
 - 2. May 6, 2019 at 1 pm EST
 - 3. September 30, 2019 at 3 pm EST
 - 4. December 2, 2019 at 3 pm EST
- C. Participation in professional development
 - 1. Attend a Regional Pesticide Safety Education Program (PSEP) workshop
 - 2. Attend online or professional development training relevant to pesticide safety education
 - 3. Serve as a potential member of next year's Program Review Subcommittee
 - 4. Other

VIII. Upload of Signed Sub-award Agreement

- A. In order to complete the sub-award, please download the entire application. To download the complete application, please go to the beginning screen of the application. On the right side of the screen, click on the three dot icon and select download. This will download the entire application. If you want to download only a specific section, simply go to that specific section and click the three dot icon.
- B. Upload the signed subaward agreement

Once your application has been submitted, you will receive two confirmation emails: one from Survey Monkey Apply and one from EF.

If you have any difficulties registering your account, logging in, creating your application, completing your application or any other questions please send an email to psefmp-helpdesk@extension.org.